

## International Climate Finance Accelerator Luxembourg SARL

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### Camco's SPARK – Request for Proposal : Environmental and Social (E&S) Consultant

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Camco Europe Limited (“Camco”), a member of the ICFA spring cohort 2019, is requiring support services for developing an ESMS Toolkit for Spark, a renewable energy and energy efficiency finance platform, which will invest in commercial and industrial (“C&I”) captive solar and energy efficiency projects with an initial focus on Kenya, Uganda, Nigeria, Ghana and South Africa.

Camco seeks an Environmental and Social (E&S) Consultant to assist in drafting a Toolkit to assist Spark's Development Partners in preparing for compliance with Camco's and Spark's sustainability standards. The ESMS toolkit should be developed as a guidance document to establish management plans and procedures that align with the aspects of Camco's Environmental and Social Policy relevant to small-scale energy efficiency technology projects and renewable energy projects.

Further details are described in below scope of work.

Interested service providers shall submit their proposal in writing to [info@icfa.lu](mailto:info@icfa.lu) by 22 January 2021 by 24h (midnight).

15 January 2021

# ESMS toolkit - Terms of Reference

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Camco's Spark is a renewable energy and energy efficiency finance platform, which will invest in commercial and industrial ("C&I") captive solar and energy efficiency projects with an initial focus on Kenya, Uganda, Nigeria, Ghana and South Africa.

Sustainability underpins the work of Camco and Spark and we will try to ensure that all projects supported by Spark comply with:

- Host Country Legislation; and
- The relevant aspects of Camco's Environmental and Social Safeguards Policy, namely identification of organisational capacity, risk categorisation, pollution prevention and waste management, labour law, occupational health and safety, employees grievance mechanism and gender action plan (please refer to Annex I), which is based on
  - IFC Environmental and Social Performance Standards (IFC PS); and
  - Sustainability principles advocated by the UN Global Compact.

Therefore, we will seek to ensure that all Development Partners (DPs) (comprising of Engineering, Procurement and Construction companies and technology companies which will be contracted by Spark to construct and operate the C&I projects, with Spark providing the financing) consistently:

1. Assess relevant environmental & social impacts and risks;
2. Implement and maintain an Environmental and Social Management System (ESMS) commensurate with the level of risk identified;
3. Follow the ESMS faithfully and transparently, and make any corrections required; and
4. Report ongoing compliance and activity transparently to Spark.

Spark seeks an Environmental and Social (E&S) Consultant to assist in drafting a Toolkit to assist DPs in preparing for the above requirements. The ESMS toolkit should be developed as a guidance document to establish management plans and procedures that align with the aspects of Camco's Environmental and Social Policy relevant to small-scale energy efficiency technology projects and renewable energy projects.

The ESMS Toolkit should:

- a. Where possible, generate pre-filled form ESMS template(s) and requirements for specific project types in host countries using a simple "menu" approach to provide inputs;
- b. Contain a word version workbook in case DPs wish to perform more extensive analysis and documentation. This should include worked templates for establishing key components of the ESMS and material should focus on making the workbook tailored for the E&S impacts relevant to the DPs,

simple to understand for those with limited experience in E&S management and monitoring, brief and user-friendly; and

- c. Following from (a), generate a monitoring plan for each project that can be aggregated into the DP monitoring plan, systems and processes.

The consultant's advice will be sought as to how to integrate the above three products and provide a single cohesive product to be used by Spark managers and DPs. Use of online technology, integrating with Camco's other systems, will be preferred from an implementation point of view.

Camco will provide the [REPP ESMS Toolkit](#) to be used as an example of previous work completed in this area for a different facility. However, please bear in mind that:

- The context of Spark is different and Camco seeks a much more automated/streamlined approach that minimises manager and DP workload while facilitating a high level of integrity and assurance
- The Toolkit will be related to support of projects in already industrialised or developed areas. As such, it is expected that there will be environmental and social management protocols already in place, and the Spark Toolkit should represent a modified and simplified version of the REPP ESMS Toolkit, reflecting the reduced scope of risks Spark Development Partners will be exposed to.

### Scope of Work:

- **Establish a menu and simple question-driven tool** to:
  - a. Identify relevant project E&S impacts and risks based on baseline information associated with each of the below technologies in line with the Camco Environmental and Social Safeguards Policy risk categorisation:
    - i. Solar PV (e.g. Crystalline silicon and thin-film PV panels);
    - ii. Batteries (e.g. Lead-acid and Lithium batteries);
    - iii. Solar PV hybridisation (e.g. solar PV coupled with back-up ability, either on-grid or off-grid, including either diesel, battery or both);
    - iv. Voltage optimisation (e.g. voltage regulators, voltage stabilisers, voltage correctors, constant voltage transformers),
    - v. Power factor correction (e.g. power factor correction capacitors, power conditioning);
    - vi. Energy efficiency lighting (e.g. CFLs, halogen incandescent, LEDs)
    - vii. Compressed air technology;
    - viii. Heat pumps and other cooling technologies (e.g. air-to-air, water source)
    - ix. Occupancy sensors (e.g. PIR sensors, environmental sensors, ultrasonic sensors, microwave sensors, smart meters)
    - x. Boilers (e.g. combi boilers, heat only boilers, system boilers)
  - b. Identify or flag the potential for hazardous materials used in baseline and project equipment, incl. but not limited to mercury, lead, cadmium, tellurium and ozone depleting gases
  - c. Generate a list of identified E&S impacts and risks, as well as summary general and technology-specific actions that Development Partners must undertake to avoid (for negative impacts) and carry out (for positive impacts), tailored to the technology and jurisdiction in question.

- **Develop ready to use and concise templates for the necessary management plans and standard operating procedures**, based on a simplified version of the REPP ESMS Toolkit, that can be largely pre-populated with the output from the abovementioned tool. Templates should include (at a minimum):
  - **Waste Management Plan template,**
    - Include relevant host country regulations per target country;
    - Identify potential hazardous, e-waste and other waste streams (applicable to the listed technologies above);
    - Guide the development of procedures for waste type identification, storage, recycling methods and safe disposal;
    - Guide the identification of safe regasing and recycling of refrigerants procedures;
    - Guide the ongoing management of the plan to include relevant personnel, their responsibilities and required training;
    - Guide the identification and selection of licensed cooperation partners or service providers for waste recycling and safe disposal local to each jurisdiction, to facilitate best practice adoption by Development Partners (noting that a pre-defined list of key service providers would be an attractive feature);
    - Guide monitoring and reporting measures to put into place for all waste streams.
  - **Occupational Health and Safety Policy and Plan template**
    - Recommended policy to ensure fair treatment, non-discrimination, equal opportunity;
    - Align with international and host country national employment and labour laws;
    - Guide the ongoing management of the plan to include relevant personnel, their responsibilities and required training;
    - Guide procedures to ensure no use of forced labour or child labour;
    - Guide the promotion of health and safety measures, by
      - Containing or developing template processes to identify and eliminate hazards, such as exposed or faulty electrical devices, working at height, exposure to chemicals and fires, eye hazards;
      - Containing or developing template processes to ensure correct work procedures and practices, training and use of personal protective equipment;
  - **Emergency Response and Procedures template** incl COVID measures;
    - Recommended response procedures to identify potential emergency situations during installation of the above listed technologies or replacing existing equipment with the above listed technologies;
    - To include the alignment of emergency procedures already in place, if any;
    - Best practice for ensuring personnel are trained, including local emergency response services;
  - **Grievance Mechanism template;**

- Recommended procedures needed to ensure grievance submission is confidential and aimed to safeguard the employee;
  - Development of grievance register template;
  - Guide the ongoing management of the mechanism to include relevant personnel and their responsibilities
- Recommended **Environmental and Social Monitoring and Reporting Plan template** incl. considerations for
  - OHS incidents, accidents and training;
  - Grievances;
  - Waste stored, recycled and safely disposed across the above listed technologies;
  - Energy data;
  - Collection of gender and diversity disaggregated monitoring data
- **Training Material**
  - Develop **Training material** relevant to the Development Partner, to include (in plain content form):
 

Onboarding:

    - (a) compliance against policies and requirements;(b) how to use the ESMS Toolkit and its outputs to finalise their ESMS;(c) Spark evaluation and approval processes (note that this section should be completed in collaboration with Camco);
    - (d) Spark KPIs, monitoring and reporting requirements;

Ongoing:

    - Content on (a), (c) and (d) above to facilitate periodic (annual) review and retraining of Development Partners
- **E&S Policy Adaptation**
  - Adapt and simplify Camco's existing E&S Policy template (annexed) to make it applicable for immediate adoption by DPs

### Proposal submission requirements:

The submitted proposal shall include the following components:

#### Technical proposal

- A brief summary of the firm
- Names and bios of people who will work on the assignment
- Workplan and timeline for completing work

The consultant must be able to demonstrate the following in their proposal, specific to this RfP:

- An understanding of the local environmental and social legislation in Kenya, Uganda, Nigeria, Ghana and South Africa;

- Proven experience with applying the requirements necessary under the IFC Performance Standards and Sustainability Principles advocated by the UN Global Compact;
- Proven experience with projects that are operational and implementing an ESMS;
- An innovative, collaborative and thoughtful approach to the tasks above, especially in developing tools that minimise effort, cost and risk while still providing for high quality E&S management.

#### Financial proposal

- Fee estimate based around the Scope of Work set out above ideally with a capped fee estimate (expressed in terms of 'max number of hours' x 'hourly rate')
- For any components of the Scope of Work that are not included in the capped fee estimate, an indication of the estimated time needed to perform the task and an hourly rate

#### **Project Timeline:**

Please provide a detailed outline of the forecasted timelines associated with the following deliverables:

- Kick-off call;
- Training materials;
- E&S Policy Adaptation;
- Draft ESMS Toolkit;
- Final ESMS Toolkit

The project is expected to be completed within 15 working days upon signature of the contract.

Interested service providers shall submit their proposal in writing to [info@icfa.lu](mailto:info@icfa.lu) by 22 January 2021 by 24h (midnight). Selection of a service provider is expected to be completed one month after proposal submission.